

## **WRITTEN REPRIMAND**

MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Letter of Reprimand

I am issuing you this formal letter of reprimand in accordance with Army Regulation 690-700, chapter 751, Discipline, as the minimum disciplinary action which I feel is needed to correct your misconduct and promote the efficiency of the service. The details concerning this incident are described below.

- a. **CITE THE CHARGE(S), VIOLATION, CONDUCT, OR OFFENSE/REASON(S) FOR THE REPRIMAND AS STATED IN THE TABLE OF PENALTIES FOR VARIOUS OFFENSES (TABLE 1-1) IN AR CHAPTER 751. NOTE: MISCONDUCT NOT SPECIFICALLY LISTED IN TABLE 1-1 MAY STILL BE THE BASIS OF A REPRIMAND.**
- b. **PROVIDE A DETAILED DESCRIPTION OF THE INCIDENT(S) INCLUDING PEOPLE INVOLVED, DATES, TIMES, PLACES, EVIDENCE, ETC., ALSO INCLUDE A STATEMENT ON HOW THE EFFICIENCY OF THE SERVICE WAS ADVERSELY AFFECTED BY THE EMPLOYEE'S CONDUCT.**
- c. **INCLUDE A SUMMARY OF PREVIOUS OFFENSES IF THE REPRIMAND FOLLOWS PRIOR OFFENSES AND IS CONSIDERED PROGRESSIVE DISCIPLINE.**

I have considered the aggravating factors such as (**LIST FACTORS**), in making my decision to reprimand you. I also considered the mitigating factors such as (**LIST FACTORS**), but find they do not warrant a lesser penalty.

I hope this letter will impress upon you the need to \_\_\_\_\_ (**INDICATE WHAT CORRECTIVE ACTION/BEHAVIOR YOU WISH TO ELICIT**), so that further disciplinary actions will not be necessary. You should be aware, however, that future conduct offenses, particularly those that may occur while this reprimand is active, may result in more severe disciplinary action up to and including your removal from the Federal Service.

This reprimand is effective upon receipt of this memorandum and will be made of matter of record and placed on the left side of your Official Personnel Folder (OPF) for a period of ( **up to three years retention**). It will be withdrawn at the end of that time; however, the reprimand will be withdrawn earlier if it is determined through an appropriate adjudicatory procedure or an appropriate management official that the reprimand is unwarranted or upon your separation from the Department of the Army, whichever occurs first.

**USE FOR BARGAINING UNIT EMPLOYEES ( UNLESS THE CONTRACT EXCLUDES REPRIMANDS FROM COVERAGE OF THE NEGOTIATED GRIEVANCE PROCEDURE)** You have the right to grieve this reprimand under the negotiated grievance procedure as outlined in the collective bargaining agreement between \_\_\_\_\_.

**(USE FOR NONBARGAINING UNIT EMPLOYEES OR WHERE THE CONTRACT EXCLUDES GRIEVANCES OVER ISSUANCE OF REPRIMANDS) - DoD ADMINISTRATIVE GRIEVANCE SYSTEM** You may grieve this reprimand under the administrative grievance procedures...You have the right to represent yourself or seek assistance from a representative of your choosing in matters pertaining to this reprimand.

If you feel that this matter constitutes employment discrimination on the basis of race, color, religion, sex, age, national origin, or handicap (mental or physical), you may contact the Equal Employment Office (EEO) **(include the number of the local EEO)**.

Copies of applicable regulations as well as the materials relied on in issuing this reprimand are available to you and/or your representative for review through the Civilian Personnel Advisory Center. If you require assistance or additional information concerning your procedural rights, you may consult with **(NAME)**, Civilian Personnel Advisory Center **(TELEPHONE NUMBER)**

SIGNATURE BLOCK OF SUPERVISOR

Copy to:

Official Personnel Folder

I acknowledge receipt of the original of this memorandum.

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SIGNATURE DATE